

CODE 203.1R19

CREDIT CARDS

Employees and board members may use IASB credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, meals, travel, pursuant to 203.1R15, publications and professional development materials, conference registrations, and other items necessary for performance of duties. Generally speaking, it would not include items that are routinely purchased by the association such as office supplies.

Employees and board members using a IASB credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee or board member responsible for expenses incurred. Those expenses are reimbursed to IASB no later than ten working days following use of the credit card. In exceptional circumstances, the executive director or chief financial officer may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of IASB's record of the claim.

It is the responsibility of the executive director or chief financial officer to determine whether the IASB credit card use is for appropriate IASB business.